



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date September 8, 2004

CLASSIFICATION: Accounting Technician
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: September 17, 2004

SALARY: \$2465 - \$2998

POSITION LOCATION: OMB, Accounting Office, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Senior Accounting Officer, this position is responsible for the review, audit and scheduling of travel expense claims and prepaid expense requests in accordance with employee MOU, DPA, SAM, Government Code and Board of Control rules and regulations; verbal and written contact with control agencies and departmental staff at all levels; liquidate travel advances when travel expense claims are received and prepare claim schedules for replenishment of the office revolving fund; research outstanding travel advances and initiate the appropriate action to clear and reimburse the department's revolving fund account; reconciles rental car and airline receipts for payment through the SCO; prepare Non-USPS and maintain the Authorization to Use Private Vehicles In State Services file; accrue travel claims to assist in the preparation of year-end financial statements; and review CALSTARS error listing for input of errors and researches original input documents to correct errors.

DESIRABLE QUALIFICATIONS

- ◆ Ability to adjust to shifting priorities and meet deadlines.
- ◆ Ability to work independently.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Dependable with good attendance record.
- ◆ Willingness to work overtime.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

WHO MAY APPLY—EMPLOYEES CURRENTLY AT THE ACCOUNTING TECHNICIAN LEVEL, THOSE WITHIN TRANSFER RANGE OR WHO HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN TOP THREE RANKS), AND STATE EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Scott Hart at (916) 324-6624 or CALNET 8-454-6624. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#04-OMB0003** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#04-OMB0003)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#04-OMB0003 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.